

CREED OF THE NONCOMMISSIONED OFFICER

No one is more professional than I. I am a Noncommissioned Officer, a leader of soldiers. As a Noncommissioned Officer, I realize that I am a member of a time-honored corps, which is known as “the BACKBONE OF THE ARMY.” I am proud of the Corps of Noncommissioned Officers and will at all times conduct myself so as to bring credit upon the Corps, the Military Service and my country regardless of the situation in which I find myself. I will not use my grade or position to attain pleasure, profit, or personal safety.

Competence is my watchword. My two basic responsibilities will always be uppermost in my mind; accomplishment of my mission and the welfare of my soldiers. I will strive to remain technically and tactically proficient. I am aware of my role as a Noncommissioned Officer. I will fulfill my responsibilities inherent in that role. All soldiers are entitled to outstanding leadership; I will provide that leadership. I know my soldiers and I will always place their needs above my own. I will communicate consistently with my soldiers and never leave them uninformed. I will be fair and impartial when recommending both rewards and punishment.

Officers of my unit will have maximum time to accomplish their duties; they will not have to accomplish mine. I will earn their respect and confidence as well as that of my soldiers. I will be loyal to those with whom I serve: seniors, peers and subordinates alike. I will exercise initiative by taking appropriate action in the absence of orders. I will not compromise my integrity nor my moral courage. I will not forget, nor will I allow my comrades to forget that we are professionals, Noncommissioned Officers, Leaders!

US ARMY NCO ACADEMY HAWAII STUDENT GUIDE



JANUARY 2011

WLC PACKING LIST

ID Card	1 ea
ID Tags (complete)	1 set
ACUs (complete w/name tapes)	4 sets
IPFU Jacket and Pants	1 ea
IPFU Shorts	2 ea
IPFU T-shirt	2 ea
Boots, Tan	2 pr
Running Shoes	1 pr
Shower Shoes	1 pr
Black Beret	1 ea
ACU Patrol Cap	2 ea
T-shirts, Tan	7 ea
(the all cotton foliage green t-shirt is not authorized for wear at WLC)	
Underwear, Brown or White (male)	7 ea
Underwear, White or Neutral (female)	7 ea
Belt, Riggers, Tan	1 ea
(the black belt is no longer authorized)	
Socks, White (crew/ankle)	7 pr
(socks must fully cover the ankle)	
Socks, Green	7 pr
(black socks are not authorized)	
Gloves, Black Leather	1 pr
Glove Inserts	1 pr
Wash cloth, Brown	2 ea
Towel, Bath, Brown	4 ea
Combination or Key Lock	1 ea
Shoe Cleaning Kit	1 ea
Duffle Bag	1 ea
Wire Hangers	13 ea

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Personal Hygiene Kit (enough for 17 days)	1 ea
Bag, Waterproof	1 ea
Bag, Barracks	1 ea
Large Rucksack, Complete w/ Frame	1 ea
Sleeping Mat/Pad	1 ea
Poncho	1 ea
Poncho Liner	1 ea
Wet Weather Top	1 ea
Wet Weather Bottom	1 ea
LCE/LBV/MOLLE Complete	1 ea
NOTE: Wear of the IBA is not authorized at WLC	
Ballistic Helmet Complete w/ camo band and rank	1 ea
L-shaped Flashlight w/Red Lens and Batteries	1 ea
M16/M4 Blank Firing Adapter (mounted on weapon)	1 ea
Weapons Cleaning Kit	1 ea
30 Round Magazine	7 ea
Canteen w/M1 cap (or 1 ACU Camel Back)	2 ea
PT Belt	1 ea
3x5 cards	as needed

Commandant's Suggested Items:

Assault Pack	Notebook
Additional PFUs	Ruler
Spandex	Large Ziploc Bags
Pens	Mechanical Pencils
Laundry detergent	Sewing Kit
Additional Lock	Protective Eyewear
Tactical Gloves	Knee and Elbow Pads

DO NOT BRING: Knives (only a multi-tool is allowed), IBA, JSLIST/MOPP suit, stereos /radio alarm clocks, or room fans.

This student guide is used to assist students who are attending the United States Army Noncommissioned Officer Academy (NCOA). Each student is required to have a student guide. For information on student advance readings for WLC go to <http://www.usarpac.army.mil/ncoa/index.htm>

TELEPHONE

Only official military calls will be received at the Academy office.

The following telephone numbers will be used:

656-0460 (SDNCO - 24 hours a day)

656-0466/0576 (OPERATIONS - Monday-Friday 0900-1630)

Pay phones may be used for personal calls (outgoing only)

however, they are off limits between the hours of 2300-0500. It is recommended that students bring change for their use. Phone card machines are NOT available. Cell phones and pagers are authorized, but may only be used during student time in student rooms or the student break area.

MAIL

Students desiring to receive mail while attending the Academy must use the following address:

NAME, CLASS #, ROSTER #

USA NCO ACADEMY

SCHOFIELD BARRACKS, HI 96786-7000

Instructions to students on report day

Students will not bring a POV to the Academy on day zero. Gates open for students at 0600, and students must report NLT 0615. Uniform for reporting is summer PT uniform . Students will report to the Academy with their assigned weapon. Before arriving at the Academy, students will strip off all optical and reflex sighting systems (i.e. ACOG, CCO, M68, EOTech etc.) as well as fore grips and bipods and turn them into their unit armorer. Students are not authorized to store these items in wall lockers or POVs. Students should have their blank firing adapter already mounted on their weapons upon entering the Academy.

Sponsorship

1. On Report Day all sponsors will ensure that their Soldiers have the Pre-Execution Checklist filled out correctly. The 1SG and Commander's contact data must be correct. Sponsors will not depart the Academy until they are briefed by the Deputy Commandant or a representative.
2. During the first 72 hours, military service members or civilians may drop off items at the Academy from 1800-2000 Hrs. The first 72 hours start at 0600 on Report Day and end at 0600 on Day 3.
3. After the first 72 hour period the sponsors in the rank of SGT and above may drop off items from 1800-2000. Money will be exchanged hand-to-hand from 1800-2000 only. The only uniform for sponsors dropping off items or money will be ACUs. Civilians are not allowed to drop off items or money after the 72 hour period.
4. There are no sponsor lunch appointments during the course. The 1SG/CDRs, SGM/CSM, Battalion CDRs and above may schedule a lunch appointment. Appointments will be made with the administrative support tech at (808) 656-0460. No other Soldiers or civilians are permitted to have lunch with students.
6. Early release of a student will be the decision of the Commandant. The BN CSM will notify the Commandant of their request for early release of a student.
7. The student's bags and weapon will be picked up by Soldiers in ACUs and in a government vehicle only.
8. Sponsor parking is not allowed inside the Academy. All sponsors and civilians dropping off items will park outside the Academy in the gravel parking lot, due to limited space.
9. An ATM is available at the NCO Academy for student use.

Parking

Parking in the Academy is limited and students are not allowed to bring POVs to WLC. The picture below shows an overhead view of the Academy. The area labeled A is the primary parking area for sponsors. Area B is the gravel parking area immediately outside the West gate along Higgins Road. If there is not sufficient parking in area A, the overflow will be in area B. Area B is the West side of the asphalt track and grass area immediately adjacent to it that runs along the West side of the neighboring warehouse fence.



Students will be required to recite the Soldier's Creed, the Creed of the Noncommissioned Officer, and the Army Song prior to COB on training day 10. Failure to do so will reflect on the student's leadership evaluation. Students are highly encouraged to memorize the two creeds as well as the Army Song prior to attending WLC.

The Soldier's Creed

I am an American Soldier.

I am a Warrior and a member of a team.

I serve the people of the United States and live the Army values. I will always place the mission first;

I will never accept defeat;

I will never quit;

I will never leave a fallen comrade.

I am disciplined, physically and mentally tough; trained and proficient in my Warrior tasks and drills.

I always maintain my arms, my equipment and myself.

I am an expert and I am a professional.

I stand ready to deploy, engage, and destroy the enemies of the United States of America in close combat.

I am a guardian of freedom and the American way of life.

I am an American Soldier!

The Army Song

First to fight for the right, and to build the nation's might,
And the Army Goes Rolling Along.

Proud of all we have done, fighting till the battle's won,
And the Army Goes Rolling Along

CHORUS: Then it's hi, hi, hey! The Army's on its way
Count off the cadence loud and strong
(two, three) For wher-e'er we go, You will always know
That the Army goes Rolling Along

Situational Training Exercise

The Situational Training Exercise (STX) is a 96 hour event during which students will be graded on their tactical leadership abilities. Students will not bivouac in the training area.

STX Packing List

Rucksack or Assault Pack	1 ea.
Waterproof Bag	1 ea.
ACU	1 set
T-Shirt	1 ea.
Underwear	1 ea.
Socks	2 pr.
Wet weather top and bottom and poncho (all 3)	1 ea.
MRE (issued immediately following breakfast)	1 ea.
Flashlight	1 ea.
Gloves	1 pr.
Reflective Belt	1 ea.

Recommended items: 100 mph tape, 550 cord, zip-lock bags, elbow/knee pads, and eye-pro.

Uniform for the STX : ACU, LCE/LBV/MOLLE, ACH or ballistic helmet, Eye Pro and weapon. Identification tags will be worn around the neck. They will not be girth-hitched around a belt loop and stuffed into a pocket.

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Some Helpful Information for Prospective Students

Students should report to WLC ready to train. Course pre-requisites can be found on the WLC website. Students should be in compliance with AR 670-1 upon reporting. Some common deficiencies seen among previous students include:

- Haircuts not within regulation. Males MUST report with a fresh haircut. Females should ensure that their hair is in compliance and will remain so for the duration of the course.
- White ankle socks too short. Socks must cover the ankle and if you are uncertain about your socks, assume that they are too short.
- Poorly fitted/unserviceable uniforms. Ensure that your uniform is neither too tight or too loose. Common deficiencies include: Physical Fitness Uniform (PFU) too large, dirty PFUs, faded/stained ACUs, ACU bottoms too small, and unauthorized footwear.
- AR 670-1 requires Soldiers to wear undergarments as appropriate. Spandex is highly recommended for physical fitness training. Females should wear a sports bra appropriate for vigorous physical training.
- Sunglasses are not authorized at WLC except when prescribed by medical authority. Protective eyewear may be worn during field training provided that it is listed on the APEL (Authorized Protective Eyewear List) which can be found at: <https://peosoldier.army.mil/docs/MCEPPoster.pdf>
- Soldiers may wear tactical gloves available for purchase other than the issued black leather work gloves, provided that the gloves are listed on the APL (Authorized Product List) found at: <https://peosoldier.army.mil/images/FR/FRCombatGlove.jpg>
Possession of these gloves does not replace the black leather gloves on the packing list.

Individual Training

Training management is an evaluated subject. Each student will lead an individual training session for a grade that will count towards their overall average and is a graduation requirement. Each student is assigned one of the following tasks for the training session that he/she will conduct, and they should familiarize themselves with all of these prior to reporting to WLC:

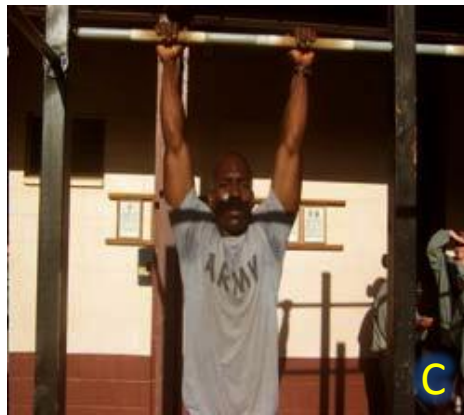
081-831-1008	Perform First Aid For Heat Injuries
081-831-1005	Perform First Aid to Prevent or Control Shock
071-326-0510	React to Indirect Fire While Dismounted
093-401-5040	React to Unexploded Ordinance Hazards
071-329-1003	Determine a Magnetic Azimuth Using a Lensatic Compass
071-329-1001	Identify Terrain Features on a Map
071-329-1000	Identify Topographic Symbols on a Military Map
071-331-0801	Challenge Persons Entering Your Area
301-371-1000	Report Intelligence Information
081-831-0101	Request Medical Evacuation

Students are not required to bring any additional TADSS for any of the above tasks. Students may have their sponsor bring additional TADSS at their own discretion. Each of the Individual Training tasks is chosen to support the STX by preparing students for tasks they may have to perform.

Reference for this training is FM 7-0, FM 7-1, STP 21-24 SMCT, and STP 21-1 SMCT



A



C



B



D

NOTE: Prior to each meal, students are required to perform six pull-ups and six dips. Students who are unable to complete all repetitions unassisted must complete 12 pull-ups and 12 dips with assistance. This will be done every day except when raining.

The above display shows the correct way to perform the pull up and the dip. Picture "A" is the down position of the dip. To be done correctly, the upper arm must go to or beyond a position parallel to the ground. In picture "B", a student demonstrates the correct "up" position of the dip. Picture "C" is the down position of the pull up. Note that the arms are fully extended. In picture "D", a student demonstrates the correct "up" position of the pull up. Note that the palms are facing away from the student and the chin is higher than the bar.

Students from Japan

Soldiers from Japan that will be attending WLC should ensure that they are in contact with their local sponsor well in advance of arriving in Hawaii. Cell phones from Japan may not work in Hawaii. Space will be allotted for extra baggage to be stored. Soldiers from Japan with unauthorized items (i.e. hand-held gaming systems, civilian clothes, etc.) will be afforded a place to secure these items. These items can be retrieved upon graduation.

Student Chain of Command Responsibilities

Students in leadership positions derive their authority from AR 600-20. Students who do not obey orders are subject to dismissal for disciplinary or motivational reasons.

The student chain of command is responsible for the conduct of the students at all times (i.e., student time, study hall, breaks, all meals, return to classroom on time, etc). The student chain of command is authorized to be in the rooms of their Soldiers to inspect their areas from 0530 – 0800 hours daily. Leadership may also check their rooms during student time however, they must check in at the Staff Duty desk, before and after. Males and females must sound off with "Male on the floor" or "Female on the Floor" as appropriate, before moving onto the floor. At all other times, students must have permission from Cadre to be in areas of the opposite gender. While in a leadership capacity, when a male student is in a female student's room or vice versa, the door and curtains for that room will remain open and both the room occupant and the visiting student leader will have a battle buddy of the same sex present. There is no exception to this policy. Any male student found in a female room, or female in a male room, without Cadre authorization may be released from the course for disciplinary reasons.

Student Chain of Command Responsibilities (cont.)

Leadership evaluations will begin on day one. Leadership positions will be rotated every third day after that until all students have been evaluated. The appropriate student leadership Brassard will be used IAW AR 670-1. Each student will be evaluated as either Squad Leader or Team Leader, (1SG & PLT SGT are not graded leadership positions). Students must demonstrate satisfactory performance in the following areas to receive a "GO" in the Leadership Evaluations:

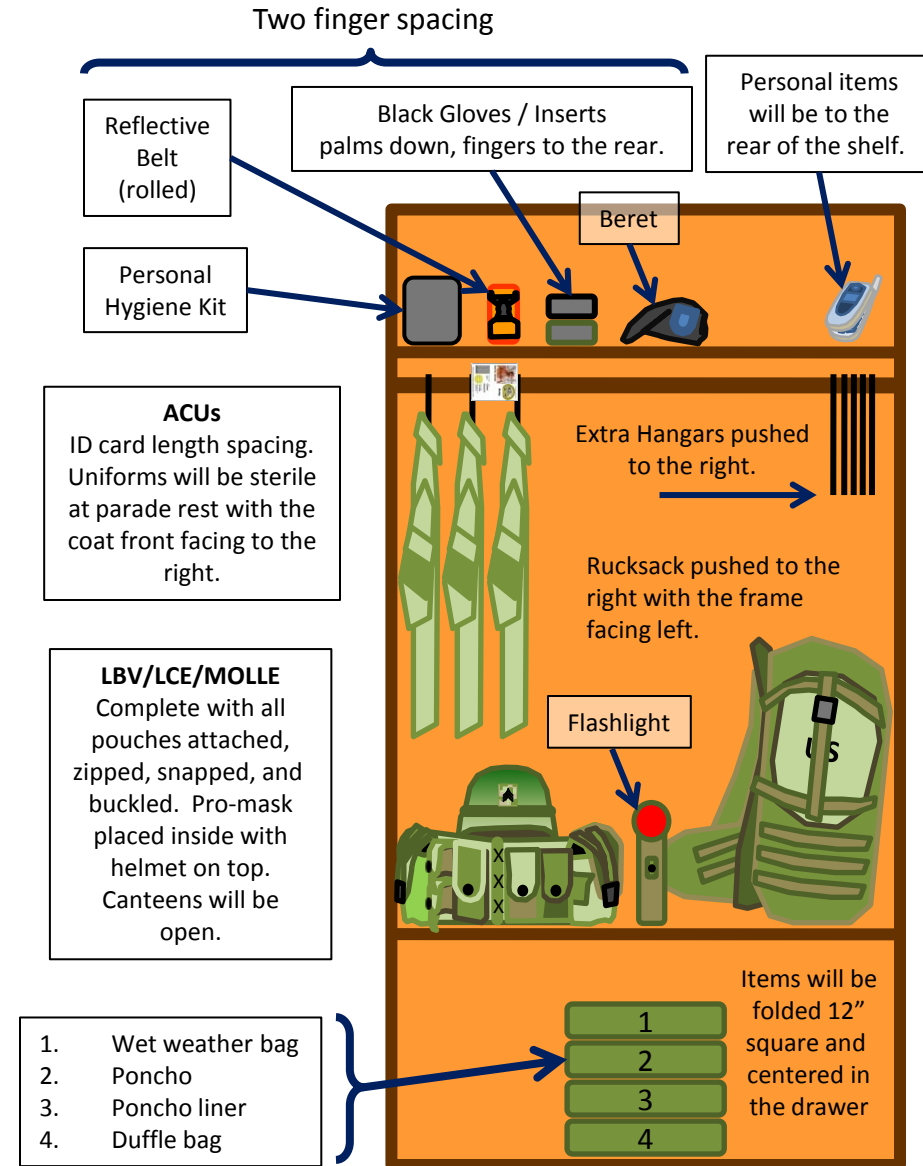
Garrison:

- Army Values: Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage
- Influencing: Communication, Decision making, Motivating
- Operating: Planning/Preparing, Executing, Assessing
- Improving: Developing, Building, Learning

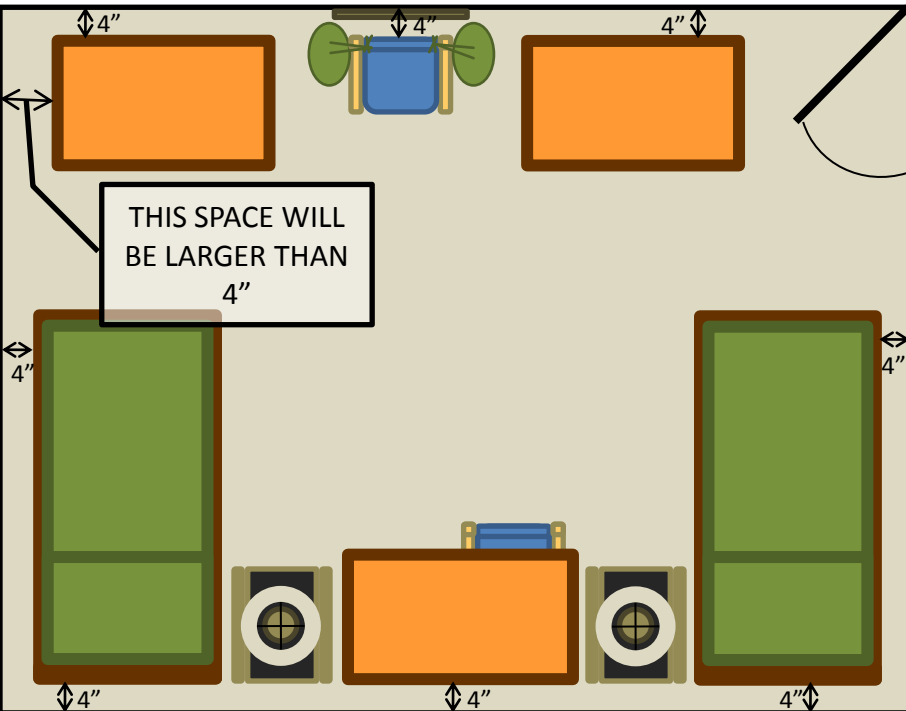
Tactical:

- Troop leading procedures: Receive the mission, issue a warning order, make a tentative plan, start necessary movement, reconnoiter, complete the plan, issue the complete order, supervise and refine.
- React to Ambush while dismounted
- React to an IED
- Request Medical Evacuation
- Call for Fire
- Establish an ORP
- Conduct Movement
- Conduct PCCs/PCIs
- Conceptual Leadership Skills:
 - Warrior Ethos
 - Team Building
 - COA Development
 - Maintaining Situational Awareness
 - Problem Solving

Wall Locker Layout (Inside)



Furniture Layout



Furniture will be placed four inches from the wall. Measurement is from the bottom of the piece of furniture.

Student Chain of Command Responsibilities (cont.)

First Sergeant: The Student First Sergeant will receive all of his or her guidance from the Chief Instructor. He or she is responsible for:

- All class formations during the day.
- Dissemination of information to the Student Platoon Sergeants.
- Inspecting common areas daily, i.e., break areas, lanais, latrines, stairwells.
- Control of Student drop off/pickup items.

Platoon Sergeant: The Student Platoon Sergeant is responsible for:

- All platoon formations during the day.
- Inspecting common areas daily (break areas, lanais, floor latrines, supply closets, stairwells, and barracks common areas).
- Monitoring and controlling the platoon in the dining facility line.

Squad Leader: The Student Squad Leader is responsible for:

- Squad formations during the day.
- Supervising squad areas and clean up daily.
- Reporting accomplishment of squad area clean up to the student PSG.
- Proper distribution of work details.
- Inspecting squad's living area and common areas daily.
- Briefing squads on the next day's training each night.
- Monitor and control the squad in the DFAC line at each meal.

Team Leader: The Student Team Leader is responsible for:

- Maintaining accountability of students in the team and correctly reporting team status to the student squad leader.
- Supervision of all details assigned to the teams.
- Ensure all members have all required equipment for the entire day.
- Inspecting team's living area and common areas daily.

Students will ensure that accurate reports are given at all formations. False reporting will result in a counseling.

LEADERSHIP RESPONSIBILITIES DURING WEAPONS CLEARING PROCEDURES

While on the Academy grounds, weapons will be unloaded and on safe at all times. When moving outside of the Academy for training, students will chamber a round and keep their weapons on safe at all times. Weapons will be cleared upon entering the gate of the Academy following field training.

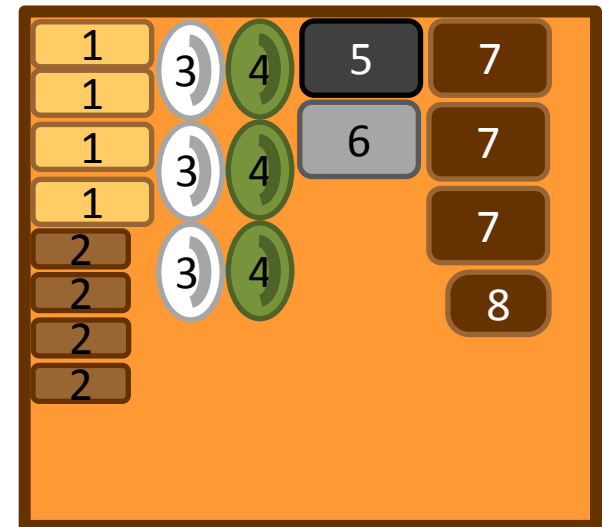
Weapons will be cleared in the following manner:

- Ensure the weapon is on safe.
 - Remove the magazine from the weapon.
 - Point the muzzle of the weapon inside the clearing barrel.
 - Pull back on the charging handle.
 - Check the chamber to ensure no rounds are present in the weapon.
 - Release the charging handle allowing the bolt to go forward.
 - Switch the selector lever to semi.
 - Squeeze the trigger.
 - Charge the weapon and place it on SAFE
 - Close the dust cover and police up the ejected round if present.
- During this time, the student leadership should be providing adequate supervision of the soldiers to ensure that there are no negligent discharges. AT ALL TIMES during clearing procedures:
- The Squad Leader will monitor the team leaders.
 - The team leaders will monitor their team members.

STUDENT LEADERSHIP WILL BE HELD ACCOUNTABLE FOR ANY NEGLIGENT DISCHARGES.

Display Drawer Layout

1. T-shirt, Tan, 6" roll
2. Drawers, Brown, 4" roll
3. White Socks, pr., Canoe Roll (smile up)
4. Green Socks, pr., Canoe Roll (smile up)
5. PFU Shorts, 6" roll
6. PFU Shirt, SS, 6" roll
7. Towel, Brown, 6" roll
8. Wash Cloth, Brown, 4" roll



The items listed above are the **ONLY** items that will be displayed. All extra items will be placed inside the rucksack.



NOTE: Beds will be made as shown in the displays shown above. All beds will have "hospital corners" (45 degree angle). The edge of the dust cover over the pillow will line up with the edge of the middle drawer closest to the wall. Beds will be tight and neat at all times during the duty day. Rooms are subject to inspections by Seniors at any given time.



NOTE: The dresser will be used for school supplies only (i.e. regulations; notebooks; pens; pencils etc.). All materials need to be neat and organized. Lamps will be centered on the table and cord wrapped around the base of the lamp.

STUDENT LEADERSHIP RESPONSIBILITIES DURING MEAL TIMES

Student First Sergeant:

- Ensuring the NCO Creed or Soldier's creed is recited by the students prior to meals.
- Issuing the order of chow at all chow formations
- Maintaining good order and discipline in the line.
- Keeping an accurate head count as students enter the DFAC.

Student Platoon Sergeant:

- Moving the platoon through the DFAC
- Maintaining good order and discipline in the line.
- Ensure all Soldiers perform 6 pull-ups and 6 dips (12 if assisted)
- Ensuring the students fill the DFAC properly.

Student Squad Leader:

- Assist the platoon sergeant in their responsibilities
- Monitor their squad in the line and enforce discipline.
- Enforce DFAC seating procedures.
- Enforce the no talking standard inside the DFAC.

Students will file into the DFAC five at a time as called by the cashier. Upon entering the DFAC, students will enter either the main line or short order line. Previewing the line is not allowed. A menu for each meal is posted behind the cashier station. Students identified as out of compliance with AR 600-9 are encouraged to request the low calorie entrée at the main line. Upon receiving their food, students will seat themselves in the open seat located closest to the DFAC entrance. Only when the row of tables nearest the entrance is full will students begin filling the next row of tables. The row of tables furthest from the entrance is strictly off limits to students. Dirty uniforms are not allowed in the DFAC. If in PFU, students will wear the PFU Jacket in the DFAC. If students are in dirty ACUs, (following field training) students will take their tray to the assembly area and eat there. Students carrying food trays are authorized to move through the 1st floor lanai.

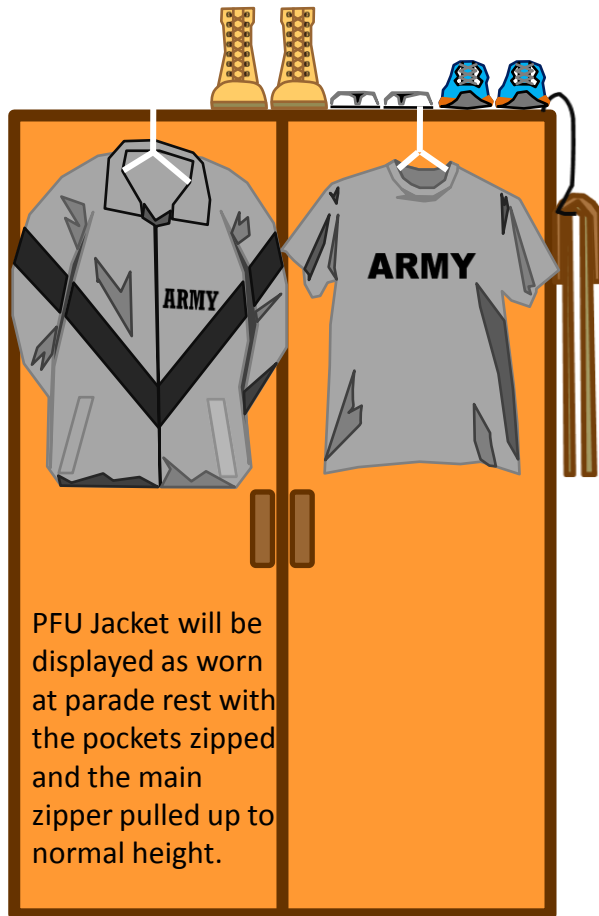
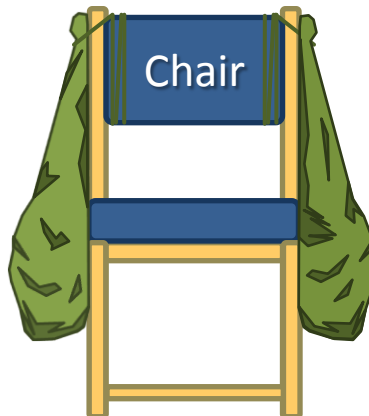
Wall Locker Layout (Exterior)

Running shoes and boots will be displayed with the laces tied and tucked in. There will be no spacing between the foot wear and the edge of the running shoe will line up on the edge of the wall locker.

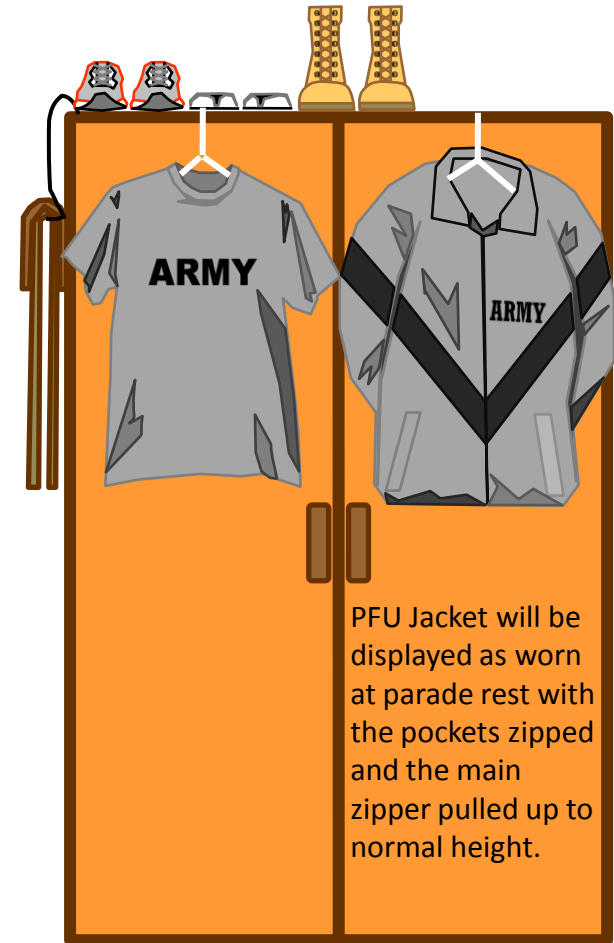
The towel and wash cloth will be on a hangar with the hangar ends bent to hold the towel off of the wall locker.



Only one chair will be centered between the two wall lockers. The other chair will be placed at the desk.



PFU Jacket will be displayed as worn at parade rest with the pockets zipped and the main zipper pulled up to normal height.



PFU Jacket will be displayed as worn at parade rest with the pockets zipped and the main zipper pulled up to normal height.